



West Virginia State Fire Marshal's Office
Regulatory & Licensing Division

APPLICATION FOR
FIRE DAMPER TECHNICIAN EXAM

WV State Fire Marshal
1207 Quarrier St
Charleston, WV 25301
Phone: (304) 558-2191

Created 08/2016

IMPORTANT INFORMATION

Please type or print your information on the application legibly.

- Applications will **not** be processed unless completely filled out, signed & **accompanied by the Application/Exam fee of \$50.00.**
- Applicant must hold a current HVAC Technician's license through the Division of Labor as pursuant to the provisions of article sixteen, chapter twenty-one of the Code of West Virginia. **Please attach a copy of your license.**
- Check / Money Order made payable to the **WVSFMO** - We are unable to accept debit or credit cards at this time - Remitted checks that are returned as "insufficient funds" are subject to penalty as allowed by WV State Code.
- Once your application is reviewed you will receive written notification of acceptance or denial of your application within 14 days.
- Application/Exam fee is **non-refundable**, however, we do allow you to reschedule your exam as long as we are notified no later than the day of the exam. You may reschedule up to three times within 12 months of the original exam date.
- The exam is 25 multiple choice questions, open book and based on the 2013 NFPA 80 and the 2012 NFPA 90A. NFPA books, study guides, test prep courses or practice exams are not provided. Passing exam score has to be 70% or higher. Cell phone use is not allowed during testing.
- Exams begin at 9 am with check in beginning approximately 8.30 am. We allow no more than 4 hours for the completion of the examination.
- If you need special consideration due to a disability, please submit written request along with your initial application so that we can accommodate your needs.
- Your examination results will be mailed to you within 14 days of the exam date.
- An applicant who fails the examination shall be afforded the opportunity to be re-examined after thirty (30) days and upon the submission of a new application and the payment of the fees required.
- Please do not submit original documents of any sort as we are unable to return them to you.
- Seating is limited for each exam date / location.
- If you need further information please contact us at (304) 558-2191.

Please submit your application along with the required documentation and the applicable exam fee to:

OFFICE OF THE WEST VIRGINIA STATE FIRE MARSHAL

1207 Quarrier St, 2nd Floor
 Charleston, WV 25301
 (304) 558-2191 Ext. 53219 or 53226
 www.firemarshal.wv.gov



Application for West Virginia Fire Damper Examination

Applicant Information

(print legible)

Last Name		First Name				
Mailing Address						
City		State		ZIP		
Home Phone		Cell Phone				
E-Mail Address						
Soc. Sec. Number:		Date of Birth				
Best contacted via	<input type="checkbox"/> e-mail <input type="checkbox"/> home phone <input type="checkbox"/> cell phone <input type="checkbox"/> regular mail					
Present Employer						
Employer Address						

2016 Exam Dates & Location

Please circle your preferred date / location

Charleston	Feb 23	Apr 12	Jun 7	Aug 16	Oct 18	Dec 6
Wheeling	Mar 8	Jun 14	Sep 13	Dec 13		
Martinsburg	Feb 9	May 11	Aug 9	Nov 15		
Clarksburg	Feb 23	May 24	Aug 30	Nov 15		

Process Preference

If the requested test date is already full, we will automatically schedule you for the next available date in the same location unless you note a different date/location choice below.

Please mark your preference:

☐ schedule for _____

If we need further information regarding your work experience, we can either return your application & check to you, or we can contact you.

Please mark your preference:

☐ return application ☐ contact you via _____

Affidavit

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I fully understand that any false or misleading information may result in denial of examination or revocation of any license obtained by providing false information to gain access to the examination.

Applicant Signature : _____ Date: _____